

~~CONFIDENTIAL~~REPORT OF MANAGEMENT STAFF ACCOMPLISHMENTS FORWILLIAM COMMITTEE REPORT1 April through 30 September 1958O & M Staffs, DD/I - DD/S Areas

Secured acceptance of studied improvements in functional alignments, procedures and/or methods in: library circulation service; the publications procurement program; reporting system for workload and performance in OCR; Administrative Staffs of OCR, OCI, ORR, and OSI; cable analysis and distribution; recording of overseas service; the Photographic Intelligence Center, CIA Library, Industrial Register, Guided Missiles Division, Nuclear Energy Division, Language and Area School, [redacted] Depot, and Registrar Staff.

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O & M Staff, DD/P Area

[redacted]
reduce lapsed time for courier-accompanied services covering most of the Agency's field stations.

2. Assisted in major realignment of functions within the WH Division and in clarification of the distinctions between line and staff activities in headquarters.

3. Recommendations for reorganization of RI Division are being carried out, resulting in better alignment of functions and utilization of personnel, and improved supervision.

4. Twenty-eight recommendations affecting the elimination of unnecessary or duplicated work in NMA Division's Support Staff were accepted. As a result of O&M study of unnecessary procedures, the number of people in the NMA Registry has been reduced [redacted]

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5. Management Staff chaired a DD/S--DD/P committee to reduce the volume of Agency pouch material. Through control over the kinds and weights of material sent, volumes [redacted] August as follows: Secret, 13%; Confidential, 10%; and [redacted] lowers costs and expedites delivery of [redacted]

ILLEGIB

6. Moved a headquarters [redacted] established, changing routing of dispatch [redacted] reducing processing time by two days [redacted] other cases.

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Business Machines Service Staff

1. Through the application of microfilm and Flexowriter techniques, tangible one-time savings of \$60,860.00 and annual continuing savings of \$27,474 were realized in maintaining records and processing papers.
2. Completed collaboration with Company in the development of their new microfilm reader-printer to the end of securing better adaptation to this Agency. As a result, the Agency has procured, or has ordered, 7 $\frac{1}{2}$ of these machines.
3. Completed three-fourths of the large Electronic Data Processing feasibility study of the Offices of the Comptroller and of Personnel. Significant reductions in personnel and overtime, together with more expeditious reporting, are contemplated for 1959.

Suggestion Awards Staff

Since 1 April 1958, the Suggestion Awards Committee has adopted 41 employee suggestions, granting awards totaling \$4,520.00, representing net first year tangible savings of \$19,203 plus intangible benefits, and has awarded 12 Letters of Appreciation for inclusion in the suggesters' Official Personnel Folders.

Records Management Staff

Advancement in all aspects of the Agency's Records Management Program produced benefits valued at \$260,573. The major accomplishments were: (1) Improved overseas forms management practices; (2) Increased efficiency of Agency operations through the analysis and design of 297 forms; (3) Completed five shelf file installations covering over 4,600 linear feet of records; (4) Converted 26 headquarters files to the Agency standard filing system; (5) Retired 5,493 cu. ft. of inactive records to the Records Center and destroyed 1,777 cu. ft. of inactive records; (6) Completed occupation of the new Records Center addition; and (7) Completed plans for vault areas and the use of shelf filing equipment in the new Agency building.

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